



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY**

**Program Assistant (OA), GS-303-6/7/8 (FPL GS-8)
(More than one position)
Career Position**

**This announcement is a solicitation for applications from "all sources."
No prior civil service is required.**

VACANCY ANNOUNCEMENT NUMBER [2003-148VCJ](#)

The Office of Personnel Resources will be accepting applications for the position identified above from September 23, [2003](#), through October 22, 2003. All applications must be received by October 22, 2003.

A full time (40 hours per week) position is available for a Program Assistant within the Grants Management and Compliance unit of the Community Development Financial Institutions (CDFI) Fund. The CDFI Fund is charged with promoting economic revitalization and community development through investment in and assistance to community development financial institutions; through encouraging insured depository institutions to increase lending, financial services and technical assistance within distressed communities and to CDFIs; and through its responsibility to allocate up to \$15 billion of tax credits for community development through the New Markets Tax Credit (NMTC) program.

The purpose of this position is to serve as Program Assistant reporting to the Grants Management and Compliance (GMC) Manager for the Community Development Financial Institutions Fund (CDFI). The incumbent is responsible for assisting the GMC Manager and GMC Advisors with all aspects of managing the GMC unit including, but not limited to: data entry into general databases; typing letters, correspondence, and other GMC documents; preparing letters for signature and mailing; photocopying; filing; preparing and maintaining the Fund and GMC's award files; responding to constituent e-mails and phone calls; and providing general administrative support on all special projects.

The Fund is located in the heart of downtown Washington, D.C. at 601 13th Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-0161.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>

BENEFITS: ~ Salary \$29,459 - \$47,132 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~
~ Federal Employees Retirement Plan ~ Health Benefits ~ Life Insurance ~ Awards ~
~ Valuable Work Experience ~ Thrift Savings Plan (Similar to 401K plans)

APPLICATION ~ In order to assist you in preparing your application package, instructions, procedures, and checklist are included with this announcement.

QUALIFICATION ~In accordance with the Office of Personnel Management's qualification **REQUIREMENTS** standard Administrative and Management Positions, all candidates must possess one year of specialized experience equivalent to at least the next lower grade level. Specific information defining experience creditable as "specialized" is included on the following page.

Additional information is provided below on Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.

Status candidates who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Veterans Employment Act of 1998: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be "well-qualified" for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be "well-qualified" for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury's Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be "well qualified" for this position. To be determined "well-qualified," a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the "How to Apply" section of this announcement.

Specialized Experience: Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes, without limitation, ability to work in a fast-paced office environment handling multiple tasks under tight deadlines while maintaining and demonstrating composure, skill in customer service and interacting with members of the public; ability to work independently with minimal supervision; skill in communicating clearly and concisely, orally and in writing; ability to gather, organize, and coordinate materials and information for various Fund projects; activities, and initiatives; knowledge of Microsoft Access 2000 and other Windows NT 2000 software, including Microsoft Excel, Microsoft Word 2000, and Microsoft Outlook 2000.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Rating Factors:

1. Ability to work in a fast-paced office environment handling multiple tasks under tight deadlines while maintaining and demonstrating composure, skill in customer service and interacting with members of the public.
2. Knowledge, experience, and proven skills with Microsoft Access 2000 and other Windows NT 2000, including Microsoft Excel 2000, Microsoft Word 2000, and Microsoft Outlook 2000.
3. Knowledge and practical application experience designing and creating reports using calculation tools in Excel, managing and using various databases, and exporting data from databases for uses such as mail merging and last faxes.
4. Skill in communicating clearly and concisely, orally and in writing and have demonstrated knowledge of proper grammar and punctuation for preparing and editing material/documents.
5. Ability to work independently with minimum supervision.

Non- status candidates are those applicants who have not been appointed to a permanent position in the competitive service. Upon request from the selecting official, all non- status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

Other Significant Information:

Relocation expenses are not authorized.

Time-in-Grade: Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, Washington, D.C., 20220. Applications sent in government postage paid envelopes WILL NOT be considered. The Office of Personnel Resources will accept applications faxed from federal fax machines. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted.

Promotion Potential: The selectee may be promoted to the full performance level without further competition when all regulatory, qualification and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level, but depends on the selectee's demonstration of the ability to perform the duties of the higher grade to the satisfaction of the supervisor and the availability of enough work to support the targeted position.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NO AFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- ☐ *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. (*You will not be considered for jobs which pay less than you indicate.*)
- ☐ *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." (*Status applicants only.*)

PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address (*with ZIP Code*)
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers (*with area code*)
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. (*Include title, grade & series if applicable*)
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses (*current*

only)

- ☐ Job-related training courses (*title and year*)
- ☐ Rating factors identified on the previous page. (*Factors may be addressed on bond paper.*)

INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. (*This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.*)

EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (*If you have not received your degree, show total credits earned and indicate whether semester or quarter hours*)
- ☐ *College transcripts. (*If applicable*)